



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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**DATE: 04.11.2021**

**REQUEST FOR QUOTATION: No. RFQ/ARM/2021-71**

**FOR THE PROVISION OF RENOVATION SERVICES**

**QUOTATION TO BE RECEIVED BY 11:00 HRS 16.11.2021 ARMENIAN LOCAL TIME**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for provision of Renovation services at the State Migration Service of the Ministry of Territorial Administration and Development of the Republic of Armenia specified in this Request for Quotation (RFQ).

## **1. GENERAL INFORMATION**

- **Description:** Renovation services for the State Migration Service of the Ministry of Territorial Administration and Development of the Republic of Armenia at the address Ulnetsi str. 31, Yerevan, Republic of Armenia; detailed information is provided in the attached Annex D – Bill of Quantities (BoQs), Annex E – Scope of Work (SoW) and Annex F – Drawings and Plan
- **Location:** State Migration Service of the Ministry of Territorial Administration and Development of the Republic of Armenia at the address Ulnetsi str. 31, Yerevan, Republic of Armenia
- **Duration of the Services:** all the works shall be completed by the Contractor in not more than 35 calendar days after Contract commencement

## **2. REQUIREMENTS**

- **Past experience:** Companies must provide evidence of successful completion of at least 3 (three) similar projects taken over the last five years. For the projects, references (as in proof of proper and timely implementation) must be submitted in a form of certificate of completion/act of acceptance. Reference letters may also be requested by UNHCR.
- **License:** Valid license Construction of residential, public, and industrial documentation
- Availability of relevant equipment/tools, staff, and machinery

## **3. Warranty**

The Contractor is obliged to warrant against the works completed for a period of six (6) months after completion and acceptance. 10% of the payment will be withheld as a warranty retainer. The retainer will be released after the expiry of the warranty period, six (6) months after completion and acceptance.

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

#### **4. ANNEXES**

The following annexes form integral part of the Request for Quotation:

- ANNEX A – UNHCR Vendor Registration Form
- ANNEX B – UN Supplier Code of Conduct
- ANNEX C – UNHCR General Conditions of Contract for Civil Works (October 2000 revision)
- ANNEX D – Bill of Quantities (BoQs)
- ANNEX E – Scope of Work (SoW)
- ANNEX F – Drawings and plan

#### **5. SITE VISIT**

UNHCR is organizing a site visit at the State Migration Service of the Ministry of Territorial Administration and Development of the Republic of Armenia at the address Ulnetsi str. 31, Yerevan, Republic of Armenia, where the renovation works will be carried out. The site visit will be held on Thursday, 11<sup>th</sup> November 2021 at 11:30 HRS Armenian Local Time. Representatives of the interested firms are welcome to participate in the site visit. Please kindly submit the national ID and/or Passport of the company's representative that will attend the site visit at [armyesup@unhcr.org](mailto:armyesup@unhcr.org)

#### **6. RFQ SUBMISSION**

4.1 Firms are welcome to submit all their queries in respect of this request for quote by e-mail to Tigran Beglaryan, Supply Associate at [armyesup@unhcr.org](mailto:armyesup@unhcr.org). **The deadline for receipt of request for clarifications is 13:00 hrs on 12.11.2021 Armenian Local Time.** UNHCR may, at its discretion, copy any reply to a particular question to all other invited/interested bidders.

4.2 We would appreciate receiving your quotation on or before **11:00 HRS 16.11.2021 ARMENIAN LOCAL TIME** by e-mail in PDF format at [armyesup@unhcr.org](mailto:armyesup@unhcr.org)

- **Language:** Quotations shall be prepared in English
- **CURRENCY:** Your quote shall be in AMD
- **PRICES:** All prices must be provided excluding value added tax (VAT); please note that UNHCR has tax and duty exemption status
- **FINANCIAL OFFER:** In order to submit your financial offer, please use the attached Bill of Quantities (BoQs) form - ANNEX D, which should be presented in PDF version and should be stamped and signed by an authorized person

4.3 Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/ARM/2021-71
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

#### **7. YOUR OFFER**

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The following should be submitted as part of your offer:

- Official registration document(s) with government of your country, showing the year of establishment
- Total implementation time proposed by your company
- Filled in and signed Vendor Registration Form (Annex A)
- Signed UN Supplier Code of Conduct (Annex B)
- Signed UNHCR General Conditions of Contract for Civil Works (Annex C)
- Filled, signed, and stamped Bills of Quantities (BoQs) (Annex D)
- All the requested under the Point 2 “Requirements” documents
  - Confirmation that the Company has availability of relevant equipment/tools, staff, and machinery

Note: this document is not construed in any way as an offer to contract with your firm.

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory performance of services and acceptance thereof by UNHCR.

Please find attached in ANNEX C the UNHCR General Conditions of Contract for Civil Works. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Tigran Beglaryan  
Supply Associate  
UNHCR Representation in Armenia